

## APPOINTMENT OF MEMBER'S AUTHORISED REPRESENTATIVE TO THE SINGAPORE BUSINESS FEDERATION

<b>Part A: Organisation Details</b>	
<b>Name of Company / Organisation / Trade Association and Chamber (TAC)</b>	
<b>UEN</b>	
<b>SBF Membership Number</b>	
<b>Part B: Appointment of Authorised Representative</b>	
<p>I, _____ (Name), Chief Executive Officer / Managing Director / Executive Director / Secretary-General *), on behalf of my Company / Organisation / TAC would like to appoint or re- appoint * the personnel stated below (Part C) as our Authorised Representative to the Singapore Business Federation (SBF), to represent, act on behalf of our Company / Organisation / TAC, on all matters relating to SBF, with immediate effect.</p> <p>_____</p> <p>Signature and Date</p> <p style="text-align: right;"><i>*Please delete accordingly</i></p>	
<b>Part C: Authorised Representative's Details</b>	
<b>Name</b>	
<b>Job Title</b>	
<b>Business Email Address</b>	
<b>Business Contact Number</b>	
<b>Part D: Company Administrator</b>	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> <p>Check this box if the Authorised Representative is to be a Company Administrator.</p> <p>A company administrator can edit organisation / contact details and download the SBF Membership Certificate in the SBF Members' Portal.</p> </div> </div>	

### Notes/Instructions:

1. An Authorised Representative of a Member of SBF is a person who shall act on the Member's behalf.
2. This Appointment of Authorised Representative must be signed by the Chief Executive Officer, Managing Director, Executive Director or Secretary-General.
3. **The Authorised Representative must have a valid email address.**
4. Please ensure that all fields are completed.
5. Each Organisation can only appoint (1) Authorised Representative at any one time.
6. Please submit the completed form via email to [update@sbf.org.sg](mailto:update@sbf.org.sg)